



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

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**Title:** Program Specialist 3

**Posting Number:** WLM-2022-56

**Open to:** General Public

**Workweek:** NL (35-hour) Workweek

**Salary:** (R26) \$71,408.73 — \$101,588.61

**Opening Date:** 6/20/2022

**Closing Date:** 7/5/2022

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Watershed & Land Management  
Office of Climate Resilience Planning/Blue Acres  
44 South Clinton Avenue, 3rd Floor  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the general supervision of a Program Specialist 4 or other supervisory officer in a state department, institution or agency, or in a local jurisdiction, directly supervises professional and/or technical staff engaged in program activities; performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring, and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; prepares and signs official performance evaluations for subordinate staff; does other related work.

**Specific to the Position:** Development, oversight, and implementation of resilient buyout outreach campaigns geared towards local governments, homeowners, and members of a community engaged in buyouts; development and implementation of Blue Acres communication and education materials, and outreach activities for the public and engaged stakeholders; development and oversight of federal grant applications; coordination with existing and proposed planning projects; development of program policies and procedures; oversight of GIS and data analysis to inform outreach and planning activities. Selected candidate must be able to supervise staff and manage multiple complex projects, independently and as part of a team.

**Preferred Skill Set:** Knowledge of land acquisition real estate processes; use of GIS and population demographic data, housing, and social equity data; familiarity with federal grants and related policies and procedures; strong writing and communication skills and the ability to understand, analyze, and communicate complex topics; experience working with local, state, or federal agencies, and non-governmental organizations.

## Requirements

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**Experience:** Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:**

Sam Baldeo

Watershed & Land Management

E-mail Address: [LUM.Resumes@dep.nj.gov](mailto:LUM.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**